

**2018 COMMERCIAL APPEAL FORM**



**Lake County Board of Review**  
**18 North County Street 7<sup>th</sup> Floor**  
**Waukegan, IL 60085-4335**  
**Telephone: (847) 377-2100**

Official Use Only
Appeal Number: _____

Owner's Name:	<u>NOTICE OF HEARING AND FINDING TO BE MAILED TO:</u>
Township:	Owner's Name
PIN(S):	Attorney:
Property Address	Mailing Address:
City/Village:	City, State, ZIP:
Email Address:	Email Address:

Property Type:  Commercial  Industrial  Vacant Land  Owner-Occupied  Leased

The current assessment is:	The assessment should be (Required Information):
Land:	Land:
Building:	Building:
Total:	Total:

Gross Building Area: \_\_\_\_\_ Net Rentable Area: \_\_\_\_\_ Purchase Date: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Is this property listed for sale? Yes  No  Asking Price \_\_\_\_\_

**Please note: Taxpayers are advised to discuss their real estate assessments with their Township Assessor's Office prior to filing an appeal to the Board. Many times the reason for the assessment can be made clear or any errors in the property record card can be corrected through the local assessor's office without filing an appeal to the Board.**

**Please check the reason(s) for this appeal:**

- \_\_\_\_\_ 1. The Assessment is based on a Factual Error (e.g. incorrect square footage).  
 See the Board's 2018 Rules, Section IV A, and call your assessor's office to request a field inspection of the subject property.
- \_\_\_\_\_ 2. The Assessment is Greater than 1/3 of the Subject Property's Recent Sale Price.  
 See the Board's 2018 Rules, Section IV B, and submit the signed Settlement Statement/Closing Disclosures **and** the recorded Illinois Real Estate Transfer Declaration (PTAX-203) or MLS closed listing sheet and full property history.
- \_\_\_\_\_ 3. The Assessment is Greater than 1/3 of Fair Cash Value.  Vacancy  Income Approach  
 See the Board's 2018 Rules, Section IV C 7, and submit an appraisal or other acceptable evidence of Fair Cash Value, valuing the Subject Property as of January 1, 2018.  
 If applicable, please check: Appraisal attached  or Appraisal forthcoming
- \_\_\_\_\_ 4. The Assessment is Higher than the Assessment of Comparable Properties.  
 See the Board's 2018 Rules, Section IV D.
- \_\_\_\_\_ 5. Other (e.g., matter of law). See the Board's 2018 Rules, Section IV E, and attach an explanation.

**This property has pending appeal with the Illinois Property Tax Appeal Board**  2017  2016  2015  Stipulation Reached

**Please check ONE option below:**

- \_\_\_\_\_ 1. I am requesting a hearing by letter. The Board decision will be based upon the information provided prior to the hearing and I will not appear in person nor telephone.
- \_\_\_\_\_ 2. I wish to **telephone** the Board. Please notify me of my designated date and time to call.
- \_\_\_\_\_ 3. I wish to appear **in person**. Please notify me of my designated hearing date and time.

Submit one (1) original of this form and all evidence in one complete set to the Board of Review at the address shown above within thirty (30) days of the township assessment publication in the local newspaper. Please **do not staple** any documents. **Use paper clips** instead of staples. Assessors are to make their evidence available by email or U.S. mail to each appellant five (5) days prior to the scheduled hearing.

Owner's Signature: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Attorney's Signature: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Attorney Registration & Disciplinary Commission #: \_\_\_\_\_

For the Board's 2018 Rules and additional information, visit the website: [boardofreview.lakecountyil.gov](http://boardofreview.lakecountyil.gov)